



Business Engagement and Compliance

Contractor's Payment Reporting Guide



FOR USE WITH THE ADOT DBE SYSTEM &
LPA CONTRACT MANAGEMENT SYSTEM

NOVEMBER 1, 2015

INTRODUCTION

This guide is designed to assist with payment reporting in the Arizona Department of Transportation (ADOT) Disadvantaged Business Enterprise (DBE) System and the Arizona Local Public Agency (LPA) Contract Management System.

As one of the requirements for participation on federally-funded transportation projects, all contractors and subcontractors must report and verify payment information in the following systems:

- ADOT DBE System: <https://adot.dbesystem.com>
- Arizona LPA Contract Management System: <https://arizonalpa.dbesystem.com>

For additional assistance, please contact the Business Engagement and Compliance Office (BECO) at (602)712-7761 or send messages through the System directly to Support or the contract Compliance Officer.

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HOW TO REPORT PAYMENTS

1. The following notification is sent via email asking contractors to report payments made in the audit month; click the link in the email to respond

ADOT: Prime Contractor Compliance Monitoring Report
 Arizona Department of Transportation <adot@dbesystem.com>
 Extra line breaks in this message were removed.
 Sent: Wed 9/16/2015 10:51 AM
 To: Contractor Compliance

Arizona Department of Transportation **August 2015** Prime Contractor Contract Compliance Monitoring Report

Contract: BECO Test
 Prime Contractor: ADOT Contractor Compliance Contract Number: 1950-001.01 Audit Time Period: August 2015
 Contract Compliance Officer: Mayline Wahinepio, (E) mwahinepio@azdot.gov, (P) 602-712-8191

Dear Contractor Compliance,

The Business Engagement and Compliance Office monitors participation on all Arizona Department of Transportation contracts with goals. To assist our office in the monitoring process, please login to your account in the Arizona Unified Transportation Registration and Certification System and provide the requested subcontractor payment information for August 2015.

If you have received this notice, then you are currently listed as a PRIME contractor on an Arizona Department of Transportation contract. You are required to respond to this notice with the payment information for August 2015. <https://adot.dbesystem.com/?GO=397&tid=3488812>
 Click to follow link

To view the audit notice and respond, visit: <https://adot.dbesystem.com/?GO=397&TID=3488812>
 To view all audit notices, visit: <https://adot.dbesystem.com/?GO=753&TID=3488812>

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

Arizona Department of Transportation
 Business Engagement and Compliance Office Disadvantaged Business Enterprise Program
http://www.azdot.gov/Inside_ADOT/CRO/DBEP.asp
<https://adot.dbesystem.com/>

2. After clicking the link, contractor will be directed to the System Login interface to sign in

 **Arizona Unified Transportation Registration and Certification System (AZ UTRACS)**

Home/Login | UTRACS Registration | Search UTRACS | DBE Certification | SBC Registration | Search for DBEs & SBCs | DBE & Labor Compliance | DBE/SBC News

The Arizona Unified Transportation Registration and Certification System (AZ UTRACS) is a centralized database of companies that have indicated that they are ready, willing and able to perform work on federally funded ADOT and local government transportation projects in the state of Arizona. This new database/web portal combines the Arizona Unified Certification Program (UCP) database/website and the former Civil Rights Vendor Registration website into one comprehensive web portal.

The AZ UTRACS database/web portal also contains Certified Disadvantaged Business Enterprises (DBE)

System Login for Returning Users

Username:
 Password:
☐ Remember username

System Links:

- Help Desk/Contact Support
- Lookup Vendor Account
- Request Password Reset
- Sign Up for User Training

3. Click Report subcontractor payment

ADOT DBE System

Compliance Audit: Audit Notice for August 2015

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

1950-001.01: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
7/18/2013 - 7/13/2018
Current Value: \$10,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information

Time Period	August 2015
Date & Time Posted	Local: 9/16/2015 10:50:32 AM AZT System: 9/16/2015 12:50:32 PM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions

Category	Action Required & Response Due Date
Prime Contractor	Report 1 subcontractor payment due by 9/30/2015 audit lock on 11/15/2015

Compliance Officer Information

Contact Person	Mayline Wahinepio
Organization	Arizona Department of Transportation
User Number	30000085-241

Buyer/Project Manager Information

Contact Person	Contract Administrator
Department	Engineering Consultants Section
User Number	10001371-001

Logged on as: Contractor Compliance
ADOT Contractor Compliance

4. Identify subcontractors to report payments to and click Submit Response

ADOT DBE System

Compliance Audit: August 2015

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

1950-001.01: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
7/18/2013 - 7/13/2018
Current Value: \$10,000

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status	Not complete 1 sub response to be submitted Reporting deadline is 9/30/2015 Audit will be locked 11/15/2015
Audit Period	August 2015
Payment to Prime	\$2,000.00
Marked As Final Audit?	No (mark audit as final)

Audit Summary - Total Contract Through TODAY (9/16/2015)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$10,000.00		\$7,000.00		
For Credit	\$600.00	6.000%	\$0.00	0.000%	6.000% below goal
For Credit to DBE Goal	\$600.00	6.000%	\$0.00	0.000%	6.000% below goal
Contract Progress	70%				
For Credit Progress					

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Mark 1 Remaining Subcontractors as Zero Mark Audit as Final

Submit ALL Incomplete Records Report Error

Subcontractor Payments for August 2015

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in August 2015	Confirmed by Sub	Total To August 2015	Contract Goal	Actual Percent
1 ADOT Test Vendor 7 Jane Smith adotest7@b2gnow.com P 602-325-9277, F 602-325-9277		Sub	No	Submit Response	Not Reported	--	\$500.00	30.000%	7.143%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

5. Enter payment amount, payment date, and payment promptness
6. Enter check number or invoice numbers in **Payment Detail** field
7. Upload any document by clicking **Attach File**

ADOT DBE System

Compliance Audit: Prime Contractor Response Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

1950-001.01: BECO Test
Prime: ADOT Contractor Compliance

Status: Open
7/18/2013 - 7/13/2018
Current Value: \$10,000

Home
View »
Search »
Message »
Settings »
Help & Support »
Logoff
[Show All](#) [Hide All](#)

Logged on as:
Contractor Compliance
ADOT Contractor Compliance

Enter your audit data for the subcontractor in the fields below. Click **Review** when finished.

*** required entry**

Audit Information	
Audit Time Period	August 2015
Audit Number	01455442-003

Previous Payment Information	
Displayed are the payment totals for the audit period, and the total to that date.	
Total Paid Through June 2015	\$500.00
Amount Paid for June 2015	\$500.00

Subcontractor Information	
Subcontractor	ADOT Test Vendor 7
Vendor Number	20110012
Subcontractor Tier	Tier 1 subcontractor to ADOT Contractor Compliance

Audit Information	
Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.	
Amount PAID for August 2015 *	\$ 500 x Do NOT enter invoice amount.
Payment Date *	8/24/2015 Enter payment date if you made a payment for August 2015. If multiple payments were made, enter the date of the first payment.
Prompt Payment? *	Select a choice below if you made a payment for August 2015. <input checked="" type="radio"/> Yes - the subcontractor was paid within 7 days of payment from Arizona Department of Transportation. <input type="radio"/> No - the subcontractor was not paid within 7 days of payment from . <input type="radio"/> N/A - we cannot determine if the subcontractor was paid promptly.
Payment Detail	Enter details of PAID check numbers (or ACH references) and amounts for August 2015. This information is optional but will speed up the confirmation process. Payment details are displayed to ADOT Test Vendor 7. Check #1234567 for Invoice #9876543
Supporting Documents	<div>Attach File</div> Attached documents are not visible to ADOT Test Vendor 7.

100%

8. Click **Review**

Comments

(Optional) These comments are visible ONLY to your compliance officer. They are not visible to ADOT Test Vendor 7.

Spell Check **Review** Cancel

9. Review content then click **Save**

10. Complete steps 4 thru 9 to report on additional subcontractors
11. After all subcontractor payments have been reported, click **Mark Remaining Subcontractors as Zero** if remaining subcontractors did not receive payment

ADOT DBE System

Compliance Audit: August 2015

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

1950-001.01: BECO Test
Prime: ADOT Contractor Compliance

Status: Open
7/18/2013 - 7/13/2018
Current Value: \$10,000

Home
View »
Search »
Message »
Settings »
Help & Support »
Logout

Logged on as:
Contractor
Compliance
ADOT Contractor
Compliance

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status	Not complete 1 sub response to be submitted Reporting deadline is 9/30/2015 Audit will be locked 11/15/2015
Audit Period	August 2015
Payment to Prime	\$2,000.00
Marked As Final Audit?	No (mark audit as final)

Audit Summary - Total Contract Through TODAY (9/16/2015)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$10,000.00		\$7,000.00		
For Credit	\$600.00	6.000%	\$0.00	0.000%	6.000% below goal
For Credit to DBE Goal	\$600.00	6.000%	\$0.00	0.000%	6.000% below goal
Contract Progress	70%				
For Credit Progress					

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Mark 1 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Report Error

The following instructions are used if the email notification was deleted. First, log into the DBE System at <https://adot.dbesystem.com>.

1. Click **View** in the left margin
2. Click **My Contract Audits**
3. Click on **Incomplete** to report payments; then go to step 3 in previous section

ADOT DBE System

Contract Audits

Messages | Contract Audits | Bid Solicitations | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

☐ Show ONLY records assigned to you

1 - 2 of 2 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

To **resort** click on column title. To **filter** click on the drop down menu.

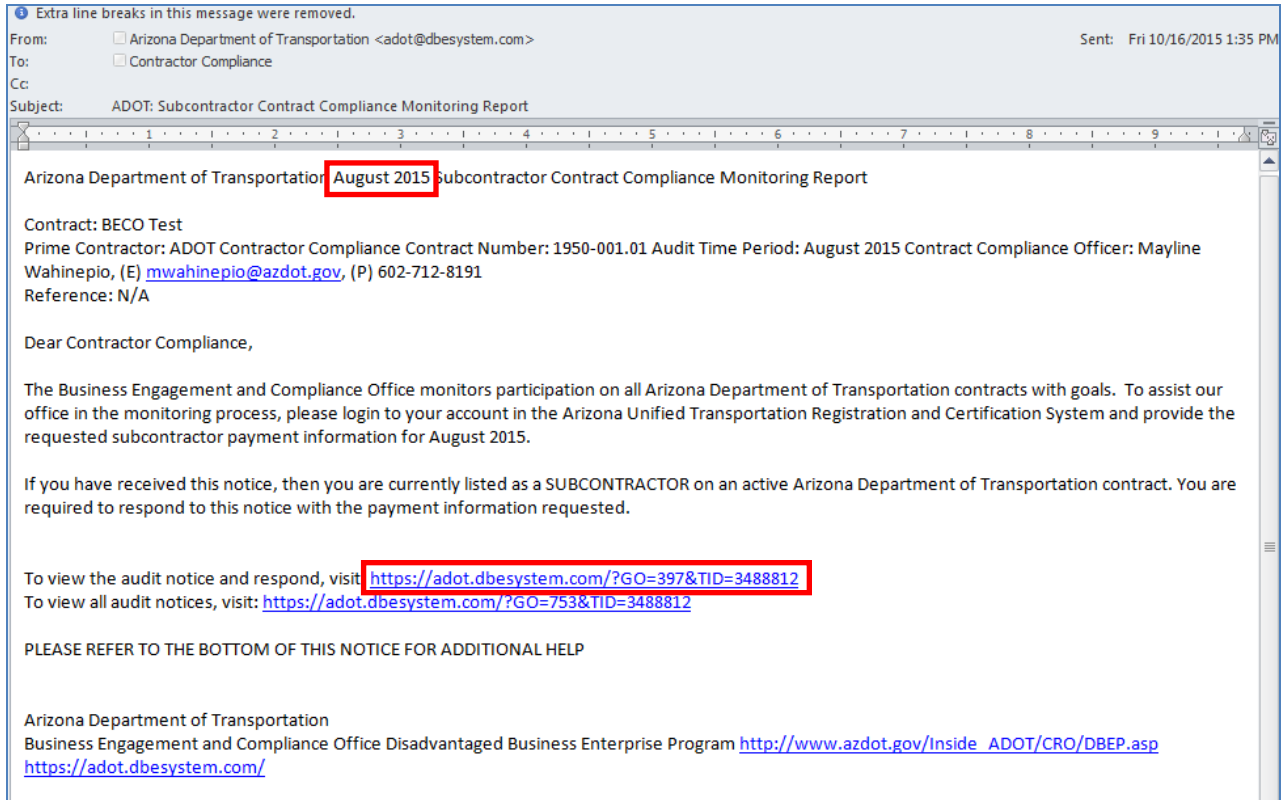
Show ALL Incomplete Audits

Status	Audit Period	Contract Number & Title	Paid to Prime
Incomplete	August 2015	1950-001.01: BECO Test	\$2,000.00
Incomplete	May 2015	1970.01: BECO Test	\$3,000.00

Click to find older audits if you are receiving a notification and the audit does not appear.

HOW TO VERIFY PAYMENTS

1. The following notification is sent via email asking contractors to report payments made in the audit month; click the link in the email to respond



2. After clicking the link, contractor will be directed to the System Login interface to sign in



3. Click **Confirm payment received**

ADOT DBE System

Compliance Audit: Audit Notice for August 2015 [Help & Tools](#)

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

1950-001.01: BECO Test
Prime: ADOT Test Vendor 8

Status: **Open**
7/18/2013 - 7/13/2018
Current Value: \$10,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information	
Time Period	August 2015
Date & Time Posted	Local: 9/16/2015 10:50:32 AM AZT System: 9/16/2015 12:50:32 PM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

Audit Actions	
Category	Action Required & Response Due Date
Tier 1 Subcontractor to ADOT Test Vendor 8	Sub: Confirm payment received due by 10/30/2015 audit lock on 12/15/2015

Compliance Officer Information	
Contact Person	Mayline Wahinepio
Organization	Arizona Department of Transportation
User Number	30000085-241

Buyer/Project Manager Information	
Contact Person	Contract Administrator
Department	Engineering Consultants Section
User Number	10001371-001

Logged on as:
Contractor Compliance
ADOT Contractor Compliance

[Show All](#) [Hide All](#)

4. Verify paid amount and any payment details provided by the prime

5. Click on **Show all options and fields** link

Confirm Reported Amount? *

[Show all options and fields](#)

6. Verify payment amount and details provided by the prime

Audit Information

Amount Reported by the prime contractor for August 2015 as PAID to You

\$800.00

Payment Detail Provided by Prime:

Check #123456

7. Confirm reported amount by clicking **Correct** or **Incorrect**

8. Complete the additional information according to what was selected

Confirm Reported Amount? *

[Show all options and fields](#)

☒ **Correct** - the amount reported by the prime contractor as PAID to us is correct (\$800.00).

1. Payment Date: * (mm/dd/yyyy)
» If multiple payments were received, enter the date of the **first** payment.

2. Were you paid in accordance with the organization's prompt payment policy? *

» According to our records, the prime contractor was paid on 8/19/2015.

☒ Yes - we were paid within 7 days of the prime being paid on 8/19/2015.
☐ No - we were not paid within 7 days of the prime being paid on 8/19/2015.
☐ N/A - we cannot determine if we were paid promptly.

[end fields](#)

☒ **Incorrect** - the amount reported by the prime contractor as PAID to us is not correct.

☐ We received **no** payment in August 2015.

☒ We were paid a **different** amount in August 2015 than reported (\$800.00).

1. Enter the amount you actually received from the prime contractor in August 2015: *

\$

2. Payment Date: * (mm/dd/yyyy)

» If multiple payments were received, enter the date of the **first** payment.

3. Were you paid in accordance with the organization's prompt payment policy? *

» According to our records, the prime contractor was paid on 8/19/2015.

☐ Yes - we were paid within 7 days of the prime being paid on 8/19/2015.

☒ No - we were not paid within 7 days of the prime being paid on 8/19/2015.

☐ N/A - we cannot determine if we were paid promptly.

9. Identify if payment is final or not – Selecting **Yes** will remove subcontractor from all future audits; only select **Yes** when certain that subcontractor will not receive future payments on this project

Final Payment? *

☒ **No** - our work on this contract continues.

☐ Yes - this is our last payment for this contract.

☐ N/A - we have not begun work on this project or we have not been paid yet for our work.

10. Identify if Prime is withholding retainage and the amount retained
11. Attach file(s) as needed
12. Enter comments
13. Be sure to check the confirmation statement, **"I am submitting this form with information that I understand to be correct and accurate."**

Is Prime Withholding Retainage? *

☒ No

☐ Yes

Attach File(s)

Public Comments

These comments are visible to the compliance officer and the prime contractor.

Private Comments

These comments are visible ONLY to the compliance officer.

Confirmation

☒ Send me confirmation of my response.

☒ I am submitting this form with information that I understand to be correct and accurate.

14. Click on **Save** when complete

The following instructions are used if the email notification was deleted. First, log into the DBE System at <https://adot.dbesystem.com>.

1. Click **View** in the left margin
2. Click **My Contract Audits**
3. Click on **Incomplete** to verify payments; then go to step 3 in previous section

ADOT

DBE System

Home

View »

My Alerts

My Contracts

My Certifications

My Concessions

My Contract Audits

My Workforce Audits

My Concession Audits

My Utilization Plans

My Outreach

My Events

Contract Audits

MessagesContract AuditsBid SolicitationsOutreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

☐ Show ONLY records assigned to you

1 - 2 of 2 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

Show ALL Incomplete Audits

To **resort** click on column title. To **filter** click on the drop down menu.

Status	Audit Period	Contract Number & Title	Paid to Prime
Incomplete	All	All	
Incomplete	August 2015	1950-001.01: BECO Test	\$2,000.00
Incomplete	May 2015	1970.01: BECO Test	\$3,000.00

Click to find older audits if you are receiving a notification and the audit does not appear.

HOW TO ADD SUBCONTRACTORS

1. Click on **View** in the left margin
2. Click on **My Contracts**
3. Identify the contract to add a subcontractor and click **View**

Vendor Profile: Contracts

Business Name: **ADOT Contractor Compliance**

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#) | [Certifications](#) | [Contract](#) | [Workforce Composition/EEO](#) | [AZUTRACS Registrations](#)

Listed below are the contracts to which this vendor is assigned.

Contracts as Prime Contractor			
Actions	Contract Number & Title	Contracting Organization	Sub Contractor
View	1950-001: BECO Test	Arizona Department of Transportation	Contractor Co
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Co

Contracts as Subcontractor			
Actions	Contract Number & Title	Contracting Organization	Sub Contractor
View	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)

4. Click **Subcontractors** tab at the top
5. Click **Add First Tier Subcontractor** button

Contract Management: Subcontractor List

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

1950-001.01: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
7/18/2013 - 7/13/2018
Current Value: **\$10,000**

All subcontractors assigned to this contract are listed below. [Refresh Page](#)

Subcontractor List								
	Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1	ADOT Test Vendor 7		\$3,000	Sub	No		No	Add Sub

Add First Tier Subcontractor

Subcontractor Addition Requests

No subcontractor additions requested.

6. Click **Get Vendor**

ADOT DBE System

* required entry

Vendor Information

Type name of vendor:
 - use * before and after text for wildcard (e.g. *acme*)
 - not case sensitive, but punctuation and spaces are important
 - after selecting vendor, the contact and address fields will auto-fill

Vendor *

or **Get Vendor** from vendor database

Vendor Compliance Contact *

None selected

7. Enter firm name in **Business Name/DBA** field8. Click **Search All Matches** button

ADOT DBE System

Search: Vendors

Users Vendors Contract Concessions Bid Solicitations Outreach

Search for vendors using their names, locations, classifications, ratings, and/or other criteria. Enter information into any of the boxes below and click **Search**. Some parameters are required.

Search First 20 Matches **Search All Matches** Clear Form

Search Parameters

Business Name/DBA graphic ideals

Contact Person First: Last:

9. Find the appropriate firm from the list and click **Select Vendor** and the system automatically returns back to the Add Subcontractor module

ADOT DBE System

Search: Vendors

Users Vendors Contract Concessions Bid Solicitations Outreach

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort, click on column title.

Business Name	Phone Number	Location	Actions
Oram Trading Ltd., DBA Graphic Ideals	602-381-8080	Phoenix, AZ	Select Vendor

1 - 1 of 1 record displayed: Page 1

Search Again Add New Vendor

10. Ensure that every field with a red asterisk (*) is completed
11. For DBE subcontractors select **Yes** for **Count Towards Certified Goal** and select **DBE** in the drop down menu

ADOT DBE System

* required entry

Vendor Information

Vendor * Type name of vendor:
- use * before and after text for wildcard (e.g. *acme*)
- not case sensitive, but punctuation and spaces are important
- after selecting vendor, the contact and address fields will auto-fill
Oram Trading Ltd.
or [Change Vendor](#)

Vendor Compliance Contact * Alice J Maro

Vendor Address * 4631 E Thomas Rd, Phoenix, AZ 85018

Applicable Vendor Certifications

Type	Certified	Renewal	Expiration	Organization
DBE	1/31/2012	10/3/2015	10/3/2017	City of Phoenix
SBC	1/31/2012	10/3/2015	10/3/2017	City of Phoenix
SBC	4/29/2014	4/29/2015	4/29/2017	Arizona Department of Transportation

Subcontract Information

Subcontractor Tier * [Tier 1] Subcontractor to ADOT Contractor Compliance [Prime Contractor]

Current Prime Contract Amount \$10,000.00

Subcontract Percent/Amount *
☒ By Amount: \$ 2000
☐ By Percent: %
 Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$10,000). Do not deduct amount/percent of subcontracts awarded by this subcontractor.

Include in Compliance Audits? *
☒ Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.
☐ No - subcontractor is inactive.

Count Towards Certified Goal *
☒ Yes - Payments to this subcontractor count towards the DBE Goal
☐ No

Type of Participation *
☒ Subcontractor/Subconsultant
☐ Supplier - Manufacturer
☐ Supplier - Regular Dealer
☐ Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.
☐ Joint Venture

12. Enter the type of work in the **Work Description** field
13. For DBE firms only - check all NAICS code that apply and click **Assign Selected Work Codes**

ADOT DBE System

Home View » Search » Message » Settings » Help & Support » Logoff

Logged on as: Contractor Compliance ADOT Contractor Compliance

Work Description * work description

Work Codes

Currently assigned work codes:

NAICS 323111 Commercial quick printing (except books) [\(Remove\)](#)

The work codes below are from recognized certifications for this firm. Select one or more work codes that match the work this firm will be performing for this assignment and click **Assign Selected Work Codes** to add to this record. [Click here](#) to refresh the list if the assigned vendor or for credit status has been changed.

☐ NAICS 323111 Advertising materials (e.g., coupons, flyers) commercial printing (except screen) without publishing

☐ NAICS 511120 Advertising periodical publishers and printing combined

☐ NAICS 561439 Blueprinting services

☐ NAICS 561439 Business service centers (except private mail centers)

☐ NAICS 561439 Copy shops (except combined with printing services)

Assign Selected Work Codes Add Other Work Codes

After clicking button, NAICS code will appear here.

14. Enter the appropriate dates
15. Enter any amounts paid to subcontractor prior to adding them to the System contract record
16. For DBE firms, download the subcontract agreement by clicking **Attach File**; purchase agreements are acceptable for non-subcontracting DBE firms
17. Click **Review** when complete

The screenshot shows the Contractor's Payment Reporting System interface. On the left is a navigation menu with links: Search », Message », Settings », Help & Support », and Logoff. Below the menu, it says "Logged on as: Contractor Compliance, ADDOT Contractor Compliance". The main form area has two buttons at the top: "Assign Selected Work Codes" and "Add Other Work Codes". The form fields include:

- Subcontract Award/Commit Date ***: 9/1/2015 (mm/dd/yyyy)
- Estimated Work Start Date ***: 9/1/2015 (mm/dd/yyyy)
- Estimated Work End Date**: 12/31/2015 (mm/dd/yyyy)
- Add vendor to existing audits for this contract? ***: Radio buttons for "Yes - add this subcontractor to all audits going back to the period of" (September 2015) and "No. Subcontractor's first audit will be the next one." (selected). Below is a text field for "Payments Already Made: \$ 500".
- Reference Identifier**: A text field with a note: "Use this field to uniquely identify this subcontractor if the firm is listed on the contract two or more times. This identifier will be displayed on the vendor list for quick identification of each instance of a firm's participation on the contract."
- Attach File(s)**: A button labeled "Attach File" is highlighted with a red box. A red text box next to it says: "Attach subcontract agreements for DBE firms. Confirm submittal instructions with contracting department."
- Comments ***: A large text area for additional notes.

At the bottom of the form are three buttons: "Spell Check", "Review", and "Cancel".

18. Review content, then click **Save**
19. Repeat steps 4 thru 18 to add another subcontractor

HOW TO ADD A NEW USER

1. Click on **Settings** tab in left margin
2. Click on **Add a User**
3. Click on **Add User** button

ADOT DBE System

Vendor Profile: Users

General Info | Public Profile | **Users** | Commodity Codes | Contacts | Employees | Certifications | Contracts | Workforce Composition/EEO | AZUTRACS Registrations

ADOT Contractor Compliance

System Vendor Number: 20373918

Listed are all of the users accounts for this business. To view a user's information, click the user number or name.

Add User

User Number	Name	Title	Contact Role(s)	Actions
20373918-001	Compliance, Contractor		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	Copy Deactivate

Settings

- Change Password
- Your Settings
- General Biz Info
- Vendor Profile
- User List
- Add a User**
- Contacts
- Commodity Codes
- Employees
- Workforce/EEO
- AZUTRACS Registrations

Customer Support

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4. Complete all fields with a red asterisk – Email is considered the Username
5. Enter a generic password – As soon as the new user logs into the System, they will be asked to create a new password

required entry

Contact Information

Enter the user's contact information. The email address serves as the the username.

Name *	Salutation	First Name *	Last Name *	Suffix
		Jane	Doe	
Email/Username *	jdoe@gmail.com			
Title				
Phone Number *	602	712-7761	Ext.	
Fax Number *	602	712-8429		
Choose password *	Password requirements: <ul style="list-style-type: none"> Must be at least 6 characters long 			
Retype password *	Passwords Match			

6. Select all addresses

Addresses

Select the addresses for this user. To edit or add addresses, click the **General Info** tab at the top of this page.

Physical *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009
Mailing *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009
Billing *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009
Shipping *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009

7. Select the applicable Time Zone
8. Select **Email** or appropriate methods

Account Preferences

Select the timezone, language, and notification settings for this user.

Time Zone * US/Arizona

Preferred Notification Method *

☐ Email AND Fax: Send me plain-text email

☒ Email: Send me plain-text email

☐ Fax

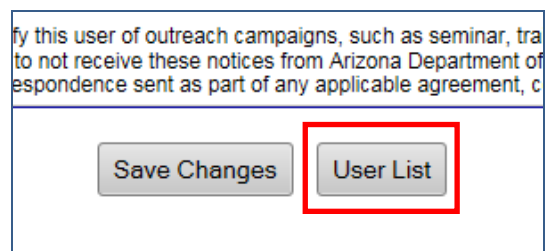
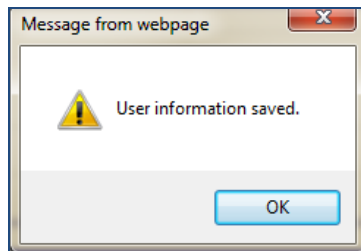
Notification Options

☒ Notify this user of new system features and services. Uncheck the box to not receive these notices.

☒ Notify this user of outreach campaigns, such as seminar, training bulletins, and procurement opportunities. Uncheck the box to not receive these notices from Arizona Department of Transportation. This action has no impact on official correspondence sent as part of any applicable agreement, contract, certification, or policy.

Save User List

9. Click **Save** when complete
10. Below message appears and click **OK**



11. Click **User List** button
12. See new user in the list

Vendor Profile: Users

General Info | Public Profile | **Users** | Commodity Codes | Contacts | Employees | Certifications | Contracts | Workforce Composition/EEO | AZUTRACS Registrations

ADOT Contractor Compliance System Vendor Number: 20373918

Listed are all of the users accounts for this business. To view a user's information, click the user number or name.

Add User

User Number	Name	Title	Contact Role(s)	Actions
20373918-001	Compliance, Contractor		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	Copy Deactivate
20373918-002	Doe, Jane			Copy Deactivate

13. Go to Step #3 to additional users

HOW TO CHANGE CONTRACT CONTACT PERSON

1. Click on **View** tab in left margin
2. Click on **My Contracts**
3. Identify contract to change Contact Person
4. Click on **(change)**

General Info

Public Profile

Users

Commodity Codes

Contacts

Employees

Certifications

Contracts

Workforce Composition/EEO

AZUTRACS Registrations

ADOT Contractor Compliance

System Vendor Number: 20373918

Listed below are the contracts to which this vendor is assigned.

Contracts as Prime Contractor

Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award amount	Paid Amount
View	1950-001: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)			\$7,000	\$3,000
						\$7,000	\$3,000

Change contact person for contract # 1970.01.

Contracts as Subcontractor

Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount
View	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800
Number of contracts as subcontractor: 2						\$6,000	\$2,300

Change contact person for contract # 1970.01.

5. Click on drop down menu to view all users

Contracts as Subcontractor									
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount		
View	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change) Contractor Compliance <input type="text" value="Jane Doe"/>	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500		
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
						Number of contracts as subcontractor: 2	\$6,000	\$2,300	

6. Select the appropriate user to be the new contact person
7. Click **save**

Contracts as Subcontractor									
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount		
View	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change) Jane Doe <input type="text"/>	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500		
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
						Number of contracts as subcontractor: 2	\$6,000	\$2,300	

8. The user will be identified as the new contact person

Contracts as Subcontractor									
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount		
View	1970.01: BECO Test	Arizona Department of Transportation	Jane Doe (change)	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500		
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
						Number of contracts as subcontractor: 2	\$6,000	\$2,300	

9. Repeat steps #3 thru #7 to change the contact person to additional contracts

The contact person can also be changed while in a contract record:

1. While in a contract record, click on **Contract Main**
2. Go to drop down menu of Compliance Contact Person

Contract Management Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

1950-001: BECO Test Status: **Open**
 Prime: **ADOT Contractor Compliance** 7/18/2013 - 7/13/2018
 Current Value: **\$7,000**

[Refresh Page](#)

Contract Information

Contract Title	BECO Test
Contract Number	1950-001
System Transaction Number	00925616-001
Start Date	7/18/2013
(Projected) End Date	7/13/2018
Contract Value	\$7,000.00
Compliance Officer	Mayline Wahinepio

User Assignment

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Compliance Audit Required
Prime	100.000%	Contractor Compliance	

[View Subcontractors](#) [Compliance Audit List](#)

Contract Status & Actions

	Status	Actions	Previous Transactions
Contract	Open	View Contract	
Contract Change Orders	Amended		# 1
Contract Extensions/Shortenings			None

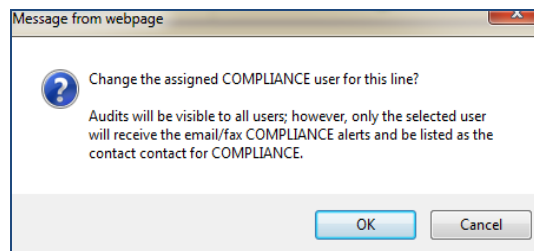
3. Select the new contact person

User Assignment

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Compliance Audit Required
Prime	100.000%	Contractor Compliance Jane Doe	

[View Subcontractors](#) [Compliance Audit List](#)

4. Message box will appear as soon as new contact person is selected
5. Click **OK**



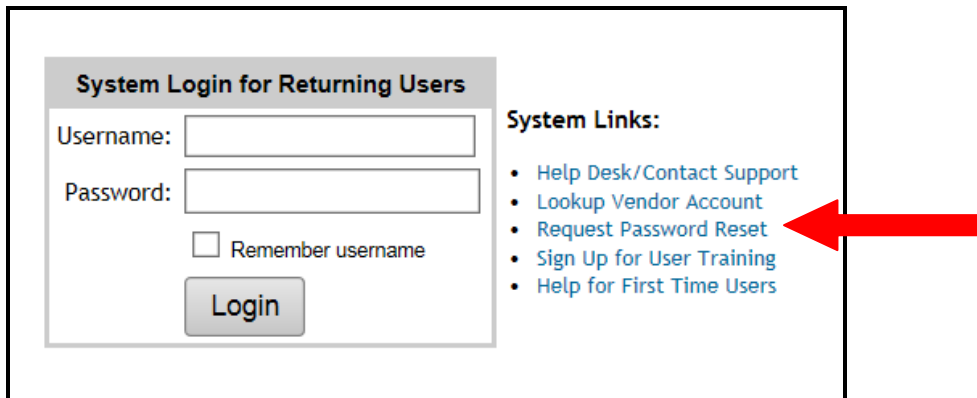
6. The new contact person will appear as the Compliance Contact Person

HOW TO RETRIEVE YOUR PASSWORD

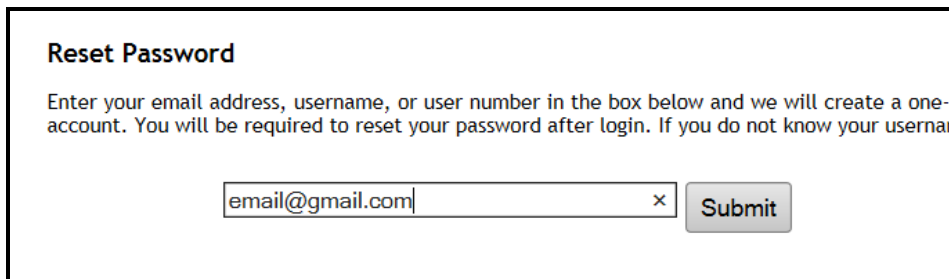
It's normal to forget password information. When Audit notifications are received via email that means a vendor profile with username and password has been set up. Retrieving your password information is a simple process. Follow the steps accordingly for each payment reporting system.

1. ADOT DBE System

- a. Go to this link: <https://adot.dbesystem.com/>
- b. Click on **Request Password Reset**



- c. Enter email address and click **Submit**



2. Arizona LPA Contract Management System

- a. Go to this link: <https://arizonalpa.dbesystem.com/>
- b. Click on **Password Reminder**



- c. Enter email and click **Submit**

Reset Password

Enter your email address, username, or user number in the box below and send it to the registered email address for the account. You will be re
If you do not know your username, you can [look it up](#).

×

Submit

3. Password information will be sent shortly to the email address that was entered
4. Contact BECO at (602) 712-7761 for further assistance